

MAJOR RECORDS MAINTAINED BY THE [REDACTED]

NPA

25X1A

1. Personnel Files - individual personnel file folders, arranged alphabetically, on each individual occupying an NPA - T/O slot, with military personnel interfiled in the same drawers. In addition to these files on staff employees, separate files are kept on staff agents and contract agents.
2. Position Inventory Record - This record is kept on Standard Form No. 7 rather than OF-4b. Cards are maintained on every T/O position, both headquarters and field, and are tabbed to indicate:
 - a. Positions which are double slotted
 - b. Positions which are vacant
 - c. Actions in Process
 - d. Positions for which applicants are being considered
 - e. Positions on field T/O's filled by headquarters personnel
 - f. Positions on Project T/O's
3. Cable Log - log of personnel cables received and dispatched.
4. Dispatch File - 3x5 card file indicating disposition of dispatches received.
5. PDC File Locator Card - 3x5 card control record of official personnel file folders withdrawn from DC and subsequent disposition of file.
6. Group Hospitalization Payment Record - 3x5 card record of payments.
7. Personnel Action Control - a 3x5 card filed alphabetically by name and indicating status of personnel actions in process.
8. PER Log - a memorandum record of Personnel Evaluation Reports showing individual office of action and due date of report.
9. Personnel Action Memo - copies of personnel action requests in process filed in chronological sequence. (Copy of SF-52 or facsimile)
10. Locator File - Forms 37-6, home address and next of kin cards prepared by Machines Records.

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11. Locator File - same as 10 except that this file is a manually prepared duplicate for the convenience of the individual who maintains it.
12. Security Clearance Control - 5x8 card record indicating operation and security clearances, or status, of covert contract agents.
13. T/O Record Book - Typewritten lists of T/O positions and incumbents filed in 3 ring binders. Changes are made manually in pen or pencil. Three copies of this book are maintained - one in Office, Chief of Admin. and two copies in Personnel Section.
14. Chronological Files - There are six types of chrono files maintained. These are:
 - a. Pink copies of personnel cables filed chronologically by branch affected.
 - b. Pink copies of personnel dispatches filed by Branch concerned.
 - c. Blue copies of outgoing dispatches and memoranda filed in chronological order in one consolidated file folder.
 - d. Pink copies of outgoing memoranda pertaining to training matters.
 - e. Pink copies of Cables on Training matters.
 - f. Pink copies of Dispatches on military personnel matters.
15. Physical Security Records -
 - a. Current Roster of Security Officers assigned.
 - b. On call duty officers roster and on call list.
 - c. Copies of memoranda relating to security violations.
16. Training Record Card - 3x5 card file indicating courses completed and scheduled for all employees.
17. Pseudo and True Name file - a three part system of:
 - a. one set of cards showing true name and pseudo number filed numerically.
 - b. one set of cards showing pseudo and number filed alphabetically, and,
 - c. Looseleaf binder listing true names alphabetically with number of pseudo card.

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18. Training Request File - copies of all training requests concerning NSA personnel in training when course is completed, copy goes to individual personnel file folder.
19. Contract Agent File - 3x5 card in pseudonym filed alphabetically indicating length of contract, type of agent (PP, PI, etc.) branch and case officer.

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